

2005/2006

# Beverage Container Recycling Community Outreach Grant Solicitation



The California Department of Conservation (Department) is providing a maximum of \$1.5 million to promote increased recycling of beverage containers throughout California, pursuant to Public Resources Code (PRC), Division 12.1, Chapter 7, Section 14581(a)(5)(A). Organizations interested in applying must submit a **Concept Form** to the Department by **5:00 p.m., April 4, 2005**.

## BACKGROUND

Through the Division of Recycling, the Department administers the California Beverage Container Recycling and Litter Reduction Act (Act) which governs the recycling of California Redemption Value (CRV) beverage containers. The stated goal of the Act is to achieve an 80 percent beverage container recycling rate in California.

## GRANT FOCUS

The Department is seeking projects that provide convenient beverage container recycling opportunities in California. Projects may implement new or enhance existing programs.

Eligible recycling projects include, but are not limited to the following:

- Bars and restaurants
- Colleges and universities
- Corporate businesses
- Office complexes
- Correctional or institutional facilities
- Multi-family dwellings
- Entertainment and hospitality venues
- Recycling center beautification or equipment
- Material recovery facility improvement
- Curbside program implementation or expansion
- Fitness facilities
- Large venues

## WHO CAN APPLY?

Anyone - individuals, government entities, businesses and non-profit organizations - can apply.

## APPLICATION PROCESS

The application process will consist of two phases:

### PHASE 1 - CONCEPT PHASE 2 - PROPOSAL

*In Phase 1*, interested applicants submit a concept form. A minimum review and screening of each concept will be conducted and given a pass or fail score.

*In Phase 2*, each applicant whose concept receives a "pass" score in Phase 1 will be invited to develop the concept into a proposal. An invitation to submit a proposal is not a guarantee of funding. A committee will evaluate the proposals and funds will be awarded to those receiving the highest scores.

## QUESTION/ANSWER PERIOD

Questions must be submitted in writing to:

[Grants@conservation.ca.gov](mailto:Grants@conservation.ca.gov) or

**Department of Conservation  
Division of Recycling**  
801 K Street, MS 17-01  
(17th Floor)  
Sacramento, CA 95814-3533  
Attention: Community Outreach  
Branch

Questions and answers will be posted weekly on the Department's website at [www.consrv.ca.gov/dor/grants/grant\\_seekers/Images\\_files/Q&APhaseII.pdf](http://www.consrv.ca.gov/dor/grants/grant_seekers/Images_files/Q&APhaseII.pdf) and may be mailed or faxed upon request to applicants without internet access. In order to maintain fairness among all applicants, questions regarding specific projects cannot be answered. Please refer to the anticipated schedule on pages two and three for specific dates.

## PHASE 1 CONCEPT REQUIREMENTS

To qualify for review in Phase 1, concept forms **must** meet all of the following requirements:

- Form received by the Department no later than **5:00 p.m., Monday, April 4, 2005**.
- Support the specified grant focus.
- Applicant **must** be in good standing with the Department (no outstanding fines, penalties or audit findings due the Department).
- Request a **minimum** of \$35,000 in grant funds from the Department.
- Submit one original concept form and three (3) printed copies.





## PHASE 1 CONCEPT FORM



The concept **must be submitted on the form provided by the Department** and **not** exceed two (2) double-sided pages. The text should be a minimum 10-point type size and printed on 8 1/2" x 11" office paper.

- **Project Description:** Provide a brief summary of the project, the target audience and the region where project activities will take place. Identify partners involved, if applicable, and describe the role of each in implementing the project.
- **Need:** Provide a brief summary demonstrating why the project should be funded and how the community(ies) would benefit. Identify any obstacles to beverage container recycling that would be overcome if the project were implemented.
- **Address the Grant Focus:** Describe how the project will support convenient beverage container recycling opportunities.

## PHASE 1 ANTICIPATED SCHEDULE

DATE	ACTIVITY
February 1, 2005	Release solicitation
February 14, 2005 through March 18, 2005	Question and answer period
April 4, 2005	Concepts due
April 29, 2005	Invite Phase 1 applicants to develop proposals

## PHASE 1 HOW TO SUBMIT CONCEPT

The concept can be mailed or hand delivered to the following address:

**Department of Conservation  
Division of Recycling**  
801 K Street, MS 17-01  
(17th Floor)  
Sacramento, CA 95814-3533  
Attention: Community Outreach  
Branch

**Concepts will not be accepted electronically or by fax.**

## PHASE 2 PROPOSAL REQUIREMENTS

To qualify for review in Phase 2, proposals **must** meet all of the following requirements:

- Form received by the Department no later than **5:00 p.m., Wednesday, July 6, 2005.**
- Submit one original proposal form and three (3) printed copies.
- Application must be signed by a person with authorization to bind the individual, entity or organization to a grant agreement.

## PHASE 2 PROPOSAL FORM

The proposal **must be submitted on the form provided by the Department and not** exceed five (5) double-sided pages. Maps, graphs, charts, letters of support, diagrams, waste audits or other supporting documentation are not counted as a part of the maximum page requirement.

Please complete the entire proposal form, including the assembly and senate district number(s). District numbers can be found on the website at [www.leginfo.ca.gov/yourleg.html](http://www.leginfo.ca.gov/yourleg.html) or by contacting your county library or county clerk.

## Project Description and Organization's Experience

- Include an organizational description.
- Explain why the organization is suited to implement the project (geographic location, prior involvements in the area, close relationship to the project clientele).
- Provide a summary of the project, the target audience and the region where project activities will take place.
- Identify the partners involved, if applicable, and describe the role of each in implementing the project.

## Need

- What is the need?
- How will this project benefit the community?
- What challenges will this project address?
- Provide evidence to support the need (i.e. waste audit findings, potential impact, and projected sales).
- Demonstrate the organization's efforts to research and prepare for the project.

## Goals and Objectives

- Identify the project goal.
- How does the goal support convenient beverage container recycling opportunities?
- Provide a list of realistic and measurable objectives (targets) to accomplish your goal.
- Identify other potential accomplishments the project will achieve.

## Budget (Minimum request \$35,000 for funding by the Department).

- Complete the budget section.
- Provide an itemized breakdown associated with project activities (personnel, equipment and operating expenses).
- Justify all expenditures.



- All line items should be reasonable and cost-effective.
- Applications requesting more than fifty percent for salary/ wages must justify these costs.
- Applicants are encouraged to obtain a minimum of three (3) bids for products and services over \$500.
- Applicants should retain copies of all bids for review if the grant is awarded.
- Applicants are encouraged to request funds for costs relating to project start-up and not for on-going operation, salaries, or maintenance.
- The budget should take into consideration the cost of signage for collection bins, future price increases, sales tax, shipping/ delivery and other fees.
- Overhead expenses and administrative costs are not allowed.
- Grantees should purchase recycled-content equipment and products manufactured from recycled and/or post-consumer beverage container material, when possible.

### Work Plan

- List the major activities and deliverables, including start and completion dates.
- Plan should be realistic and potential for delays taken into consideration.
- Must include twelve months of collection, if applicable.
- Projects cannot begin before agreements are signed by both parties.

### Evaluation

- How will progress towards the goal be measured?
- Identify the data to be collected and the methods for collecting and tracking.
- Explain how evaluation findings will be used to modify or improve the project.

### Sustainability

- Provide a detailed plan for sustaining the program after the grant term ends. Include all commitments and financial resources ensuring long-term sustainability (i.e., tasks, staff, timeframe, salaries, and deliverables).
- Describe how the program will continue to be evaluated and monitored following the grant term.

### Supporting Documentation

- Letters of support, letters of intent and/or financial commitment from partners should be submitted as attachments.
- Proof of organizational status and authority (*if applicable*): Provide one (1) **copy** of your partnership agreement (if a partnership) or Articles of Incorporation or Organization (*if a corporation or limited liability company*), and proof of nonprofit status if a nonprofit organization. (*Acceptable proof is the letter from the United States Internal Revenue Service or California Franchise Tax Board granting nonprofit status under 26 USC, 501 (c) or (d) or Section 23701 of the Revenue and Taxation Code*). Governmental agencies **are not required** to provide proof of nonprofit status. City, county, and other governmental entity applicants will need to provide an approved resolution (*can be provided immediately after grant funds are awarded*). Provide one (1) copy of any current fictitious business name statement and business license, if applicable. In order to reduce costs and paper, do not include copies of these documents in the three (3) copies of the proposal submitted to the Department.

## PHASE 2 HOW TO SUBMIT PROPOSAL

Proposals must be submitted by mail (certified mail is recommended) or hand delivered to the following address:

**Department of Conservation  
Division of Recycling**  
801 K Street, MS 17-01  
(17th Floor)  
Sacramento, CA 95814-3533  
Attention: Community Outreach Branch

**Proposals will not be accepted electronically or by fax. Information provided by the applicant after the final filing date of July 6, 2005 will not be accepted.**

## PHASE 2 ANTICIPATED SCHEDULE

DATE	ACTIVITY
May 2, 2005 through June 17, 2005	Question and answer period
July 6, 2005	Proposals due
September 9, 2005	Awards announced
October 2005	Projects begin

## PHASE 2 PROPOSAL EVALUATION AND SCORING

An evaluation committee will review and score proposals according to the criteria provided. Scores will be based on the merits of the information submitted in the proposal. The evaluation committee may suggest modifications in the budget and work plan. The score from the evaluation committee will include a recommended funding level for each proposal. Proposals recommended for funding must receive final approval by the Department Director.

## PHASE 2 SCORING CRITERIA

### Points



5	<b>Project Description:</b> <ul style="list-style-type: none"> <li>Grant proposal clearly and succinctly describes the project</li> <li>Identifies partners (if applicable) and their role in implementing the project</li> </ul>
25	<b>Need:</b> <ul style="list-style-type: none"> <li>Proposal clearly demonstrates why the project is needed</li> <li>Identifies how the project will benefit the community</li> <li>Describes the challenges the project will address and steps to overcome them</li> <li>Provides convincing data supporting need for the project</li> <li>Proposal demonstrates the organization's efforts to research and prepare for the project</li> </ul>
15	<b>Goals and Objectives:</b> <ul style="list-style-type: none"> <li>Goal is identified and consistent with the grant focus</li> <li>Proposal clearly describes what the project will accomplish</li> <li>Objectives are clear, realistic and measurable</li> </ul>
15	<b>Budget:</b> <ul style="list-style-type: none"> <li>Budget section is complete and consistent with all project activities</li> <li>An itemized breakdown associated with program activities (personnel, operating and equipment) is provided</li> <li>All line items are reasonable and cost-effective</li> <li>Cost savings/budgetary contributions (other than Department funds) are identified</li> <li>Explanation and justification for expenditures are provided</li> </ul>
10	<b>Work Plan:</b> <ul style="list-style-type: none"> <li>Identifies the major activities and deliverables</li> <li>Provides a logical timeline for accomplishing the activities, including start and completion dates</li> <li>Provides sufficient evidence showing entire project can be reasonably completed in time period proposed</li> </ul>
10	<b>Evaluation:</b> <ul style="list-style-type: none"> <li>Describes how the objectives will be measured</li> <li>Identifies the data to be collected and the methods for collecting and tracking</li> <li>Describes how evaluation findings will be used to modify/improve the project</li> </ul>
15	<b>Sustainability:</b> <ul style="list-style-type: none"> <li>Presents a reasonable and detailed plan for sustaining the program after the grant term ends</li> <li>Includes all commitments and financial resources for sustaining the program</li> <li>Clearly describes how the program will continue to be evaluated and monitored after the conclusion of the grant term</li> </ul>
5	<b>Supporting Documentation:</b> <ul style="list-style-type: none"> <li>Proposal includes letters of support, letters of intent and/or financial commitment from partners</li> <li>Proof of organizational status and authority (if applicable) is provided.</li> </ul>

## GRANT ADMINISTRATION

Grants awarded by the Department are administered through a grant agreement. Grant agreements consist of terms and conditions, grant summary, budget, and work plan. A sample grant agreement can be downloaded from the Department website by clicking on the [Sample DOC Grant Agreement](#) link. Applicants should review the sample agreement prior to preparing the proposal to ensure the organization is able to comply with all terms and conditions.

All expenses incurred by the grantee are reimbursed in arrears, based on actual costs and require compliance with the grant agreement. Advance payments of grant funds are not allowed. Expenses incurred prior to the effective date of the grant agreement or after the termination date of the grant agreement are not reimbursable. The Department will retain ten (10) percent of each grant payment until all tasks outlined in the grant agreement are completed. Final payment of the retained funds will be made only after approval of the final report.

As a condition for receiving grant funds, grantees must comply with all certification or registration requirements (if applicable). Grantees are required to submit status reports, including volume and revenue information for all CRV materials collected.